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8 MAY 1958

MEMORANDUM FOR: Chief, Analysis Division  
Chief, Industrial Division  
Chief, Materials Division  
Chief, Services Division

SUBJECT: Attendance at Professional Meetings, Fiscal Year 1959

1. For planning as well as budgetary purposes it is requested that you submit by c.o.b. 23 May 1958 a list of the professional meetings to be held during Fiscal Year 1959 to which you expect to send individuals, either on a full Agency sponsorship or on a duty status only basis (without reimbursement for travel costs). This listing should include the following information:

- a. name of professional society or association
- b. location of meeting
- c. inclusive dates of attendance
- d. number of individuals to attend (agency-sponsored and duty status only separately)

2. During the course of the year this office must be notified of any proposed changes in this listing in sufficient time to permit evaluation of the budgetary implications involved.

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Distribution:

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1 - OCh/E

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St/PR/RR: [redacted] blw/2803 (8 May 58)

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